

‘SMOOTHFLOW FUMEFLUSH’ Fume Cupboard and Fumeflow Fan USER MANUAL

CONTENTS:**PAGE:****FEATURES**

1.	Smoothflow Fume Cupboard Features	2
2.	Sash Stop	4
3.	Baffles	4

PREPARATION

4.	Warning!	6
5.	Guidelines for Safety	7

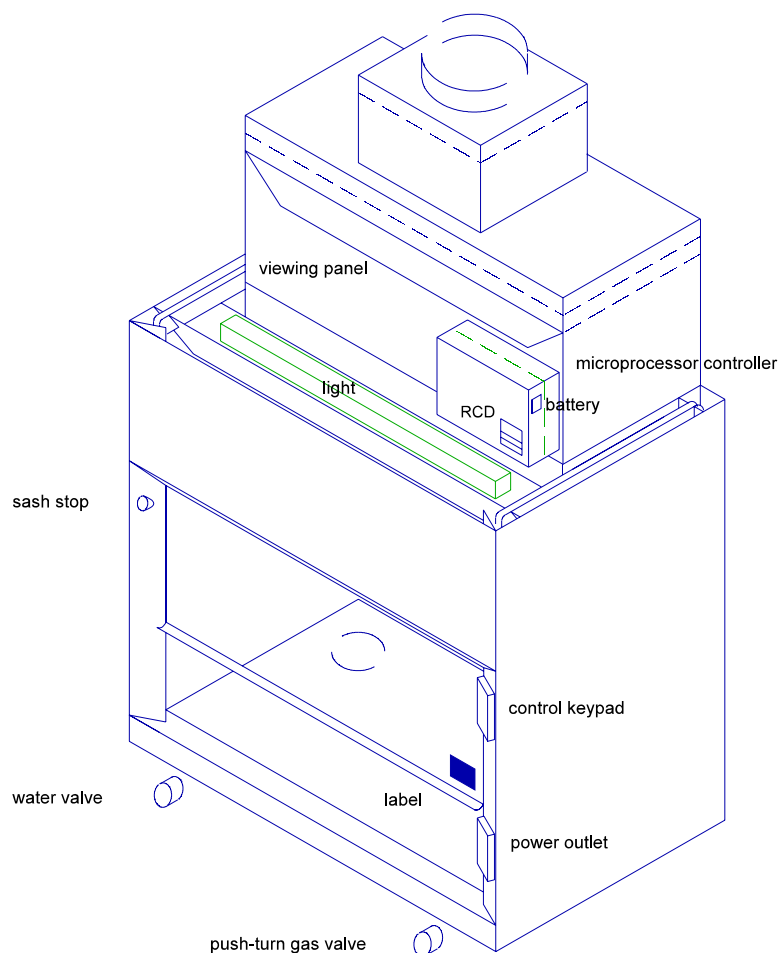
OPERATION

6.	Operating Instructions	8
7.	Faults	9
8.	Trouble shooting	10

MAINTENANCE

9.	Monthly	11
10.	Six Monthly	11
11.	Annually	11
12.	Scrubber Nozzles	12
13.	Scrubber Water Supply	13

Smoothflow Fumeflush Fume Cupboard Features



Microprocessor controller

controls all aspects of operation via the control keypad
the controller is located on top of the fume cupboard
RCD* protection device for the power sockets
battery* energy for the mains power failure alarm
*refer maintenance instructions

Light illuminates the work area
the light is located on top of the fume cupboard

Sash stop
limits the opening height of the sash in normal operation
releases the sash to full height for service access
located on the left front pillar

Smoothflow Fume Cupboard Features (cont.)

Control keypad

input keys to start, stop and activate the fume cupboard
displays the fume cupboard status and alarms
*refer operating instructions
located on the right above the sash opening

Power outlet

double socket for electrical appliances
availability of power strictly controlled
*refer operating instructions
located on the right front pillar

Label important user information
spillage capacity
warning notice
fume cupboard serial number
located on the right corner of the sash

Water valve

controls water flow to water spout inside the fume cupboard
located under the sill

Gas valve

controls gas flow to gas spout inside the fume cupboard
flammable gases have push-turn mechanism
availability of flammable gases strictly controlled
*refer operating instructions
located under the sill

Scrubber

contains bed of plastic packing irrigated by spray nozzles
drains through pipe behind baffles
located above the fume chamber

Viewing panel

allows inspection of scrubber spray pattern
All nozzles must have full cone spray
Must be inspected DAILY

Scrubber water supply

isolating valve, strainer, solenoid valve, flow switch and pressure regulator,
located beside the fume cupboard

SASH STOP

The sash stop is located on the left front pillar

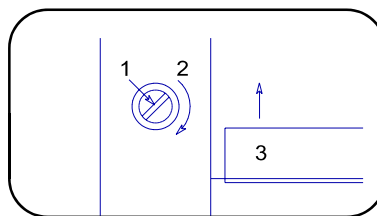
The sash stop limits the sash opening height to about 480mm.

With the opening restricted, less air flow is required to achieve fume capture.

The sash can be released for maximum opening for cleaning inside the fume cupboard, or setting up equipment before the work starts.

ALWAYS lower the sash before commencing work

NEVER use the fume cupboard with the sash above the stop.



To release the sash:

Raise the sash until it reaches the upper stop position

1. Insert a coin or key in the slot of the sash stop
2. Twist the sash stop clockwise about a quarter turn and hold
3. Raise the sash above the stop

Release the stop and withdraw the coin or key.

The stop will automatically reset when the sash is lowered

ALWAYS lower the sash before commencing work.

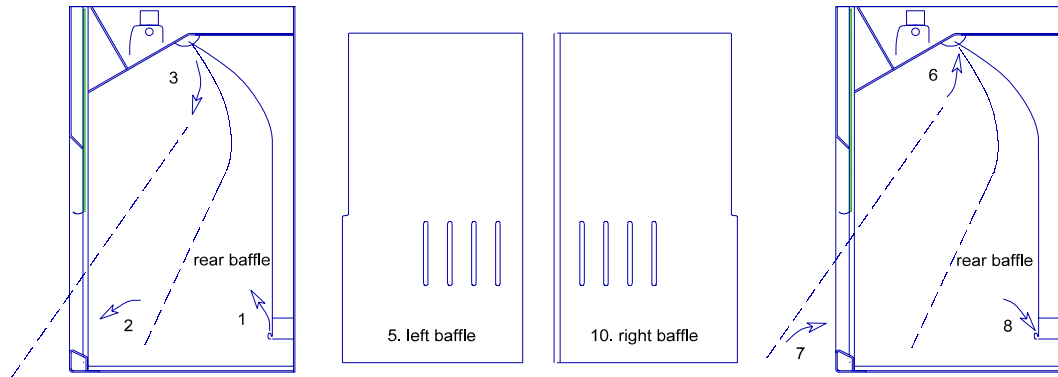
NEVER use the fume cupboard with the sash above the stop.

BAFFLES

There are two baffles in the fume cupboard. The baffles are easily removed to facilitate cleaning of the entire fume chamber. This should be done as often as the work requires, and at least monthly (refer maintenance instructions)

ALWAYS remove ALL chemicals and equipment from the fume cupboard.

ALWAYS wear personal protective equipment before handling baffles. Protective equipment must be suitable for the chemicals used inside the fume cupboard. Refer to Supervisor. Minimum requirements are overalls or coat with **long sleeves**; suitable **eye protection** - glasses, goggles or mask; and suitable **gloves**.



Removing & Replacing Baffles

Rear Baffles

The rear baffles are sprung between a row of hooks inside the back of the fume cupboard, and a corresponding row of hooks under the roof (see drawing). The baffle is in two pieces, with a vertical join in the centre. The join cover strip is attached to the RIGHT hand baffle. Remove this baffle first.

1. To remove the baffle, place both (gloved) hands, palms up, under the bottom edge of the baffle. Raise the baffle and bring it forward, over the hooks.
2. Bring the bottom edge of the baffle forward over the sill,
3. Disengage the top edge of the baffle from the upper hooks.
4. Repeat the action with the left baffle.

Replace the baffles by reverse action.

5. Replace the left baffle (without cover strip) first. Hold the baffle with the edge notch at the top left corner, and the slots offset towards the centre of the fume cupboard (see diagram).
6. Lift the baffle into the fume cupboard and engage the top edge of the baffle in the upper hooks.
7. Lift the bottom edge of the baffle over the sill,
8. Carry the baffle to the back of the fume cupboard, and lift the bottom edge onto the rear hooks.
9. Check alignment in top and bottom hooks.
10. Hold the right baffle with the edge notch at the top right corner, and the cover strip towards the centre of the fume cupboard.
11. Repeat actions 6 - 9 above with the right baffle.

1.
2.
3.
4.
5.

WARNING

Spillage volume XX L
Observe chemical limits
specified by Supervisor

No ignition sources in sump
ISOLATE FUME CUPBOARD
in case of spills or fire

Smoothflow
Fume Cupboard Serial No. XXX
Calibre Plastics Ltd
Auckland

The label located at the bottom right corner of the sash has important user information.

1. The spill containment volume of this fume cupboard is stated on the label. The Supervisor may use this volume to limit quantities of chemicals permitted in the fume cupboard.
2. ***BEFORE*** the fume cupboard is used, the **Supervisor** is responsible for carrying out a **RISK ANALYSIS** of the work. Consider the nature of chemicals and processes to be used, to determine limiting quantities of hazardous, flammable, oxidizing and corrosive substances allowed within the fume cupboard. Remember that all liquids within the fume cupboard (including water) may displace other substances during an incident. The supervisor is to make a list of chemical quantity limits, which is to be readily accessible to all persons using the fume cupboard.
3. Ignition sources are not to be placed within the sump of the fume cupboard.
4. In the event of a spill or fire, **ISOLATE** the fume cupboard. Press the (red) “fume cupboard emergency isolator” button on the keypad. This will immediately shut off the power and flammable gas outlets. The fan will keep going. Refer operating instructions.
5. The serial number of this fume cupboard may be requested when seeking technical support, available Toll Free in New Zealand: **0800 422 542**

GUIDELINES FOR USING FUME CUPBOARDS

The fume cupboard is a ventilated work space designed aerodynamically for the safety of the operator. It will not work properly if it is cluttered up with excess equipment or vessels, which affect the air flow.

Before starting work, clean out the fume cupboard. Remove everything which is not needed. All chemicals from the fume cupboard should be removed to a suitable store. Cleaning the internal surfaces will reduce the risk of contamination. It will also reduce the risk of mixing incompatible substances.

Before starting work, refer to the Laboratory Supervisor's risk analysis and schedule of chemical quantities permitted in the fume cupboard. Make sure that the fume cupboard is suitable for the intended use, and has enough space to do the work safely.

Adopt work methods that minimise the release of fumes. Consider appropriate quantities of substances involved, the rate of reaction, and design of apparatus.

Make sure the fume cupboard is working. Start up the fume cupboard (see operating instructions), and check the status of all alarms, especially air flow. Look around the room and close any windows or doors which could cause cross-draughts

Make sure that the scrubber is working (if required). Inspect the viewing panel in the front of the scrubber, and carefully observe the spray output of every nozzle. Every nozzle must exhibit a fully developed conical spray, and the viewing panel will be uniformly irrigated, for the scrubber to work properly.

Set up all the equipment required for the work inside the fume cupboard, with sufficient quantity of reagents. Position apparatus and materials near the centre and rear of the work space. Ignition sources are not to be placed within the sump of the fume cupboard. Check that a suitable fire extinguisher is at hand.

The fume cupboard is now ready for use.

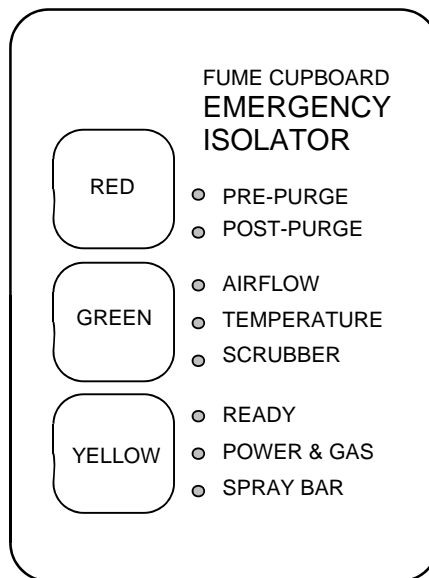
Wear protective equipment appropriate to the task.

Keep the sash lowered as much as practical during use.

In the event of a spill or fire, **ISOLATE** the fume cupboard. Press the (red) "fume cupboard emergency isolator" button on the keypad. This will immediately shut off the power and flammable gas outlets. The fan will keep going. Refer operating instructions.

After use, dispose of waste substances with due regard for their potential to create hazards, and within the rules of the local water authority. Refer also to the Laboratory Supervisor, and the laboratory risk analysis.

Maintain the fume chamber in clean condition to avoid chemical contamination and damage to the fume cupboard. Remove unused chemicals to a suitable store. Do not use a fume cupboard for storage of chemicals. Lower the sash.



OPERATING THE FUME CUPBOARD

Start up	Press the green button The fan and light turn on The TEMPERATURE LED will be green The controller waits 7 seconds for airflow
Pre-purge	The AIRFLOW LED turns green The PRE-PURGE LED will be amber for 50 seconds then flash for another 10 seconds, then go out
Ready	The READY LED turns green Four beeps sound
Active	Press the yellow button The POWER & GAS LED turns green The fume cupboard is now operational - power & gas can be used
Shut down	Press the red button Power & Gas turn off automatically The POWER & GAS LED goes out
Post-purge	The fan and light continue to operate The POST-PURGE LED will be amber for 15 minutes then flash for another 5 minutes, then go out. The light and fan turn off automatically
Re-start	Press the green button to return from post-purge to pre-purge

Operation of FUMEFLUSH SCRUBBER

Start Scrubber

When the **PRE-PURGE LED** is amber
Press the green button again
The **SCRUBBER LED** turns green.
The scrubber turns on, and remains on
until the end of the post-purge cycle
Inspect the scrubber spray pattern

FAULT ALARMS

If the **Power** is cut, an alarm will sound a slow beep
The **READY LED** will flash red
Press the red button to mute the alarm
A long beep will sound as the controller shuts down.

When the **Power** is restored,
The fan will automatically turn on for 20 minutes then turn off;
An alarm will sound for 30 seconds, then turn off
The **LED's** will keep flashing.
Press the red button to reset the controller and stop the fan.
Press the green button for normal start up.

If the **Airflow** gets low, the screen will display FAULT and AIR FAIL
An alarm will sound , and the red LED will flash
Press the red button to mute the alarm
The fume cupboard will go into normal post-purge,
but the alarm message and LED will stay on
Check out what caused the alarm.
Get it fixed before using the fume cupboard again.

If the **Temperature** inside the fume cupboards gets high
The fault LED will flash slowly
The screen will display TEMP WARM
Turn down the heat inside the fume cupboard.

If the temperature inside the fume cupboards gets higher
The screen will display FAULT and TEMP HIGH
An alarm will sound , and the red LED will flash
Press the red button to mute the alarm
The fume cupboard will go into normal post-purge,
but the alarm message and LED will stay on
Check out what caused the alarm.
Get it fixed before using the fume cupboard again.

The temperature sensor works even when the fume cupboard is turned off.
Press the red button to mute the alarm

If the **Scrubber** water flow gets low
An alarm will sound , and the **SCRUBBER LED** will flash
Press the red button to mute the alarm
The fume cupboard will go into normal post-purge,
but the **SCRUBBER LED** will be red
Check out what caused the alarm.
Get it fixed before using the fume cupboard again.

TROUBLE SHOOTING

No power at power socket

Power is made available to the socket outlet only during “Active” status. Refer operating instructions. After the pre-purge is complete and ‘Ready’ status is displayed, press the yellow button to activate the power outlet.

If ‘Active’ status is displayed and there is still no power, check the RCD breaker (the blue switch visible in the lid of the control box on top of the fume cupboard).

If the switch will not latch on, there is an electrical fault in the circuit. Call an electrician.

No gas at gas outlet

Gas is made available to the outlet only during “Active” status. Refer operating instructions. After the pre-purge is complete and ‘Ready’ status is displayed, press the yellow button to activate the power outlet.

If ‘Active’ status is displayed and there is still no gas, check the RCD breaker (the blue switch visible in the lid of the control box on top of the fume cupboard).

If the switch will not latch on, there is an electrical fault in the circuit. Call an electrician.

If the power socket is live but there is still no gas, the gas mains may be isolated. Some laboratories have a master gas isolator.

Controller does not respond to keypad

If the control sequence has become corrupted, the controller needs to re-load the program from memory, which happens automatically on power restore.

The mains isolator switch is visible in the lid of the control box on the fume cupboard. Turn off mains supply to the fume cupboard controller. Wait 5 seconds, then turn the mains isolator on again. The processor will reboot, and signal a power restore alarm (see operating instructions) Press the red button to reset the controller, and start the fume cupboard as normal.

MAINTENANCE

BEFORE undertaking any maintenance of the fume cupboard, obtain a summary of chemical or other hazards from the laboratory supervisor

BEFORE undertaking any maintenance of the duct or fan, isolate the power supply and tag the fume cupboard “system under maintenance - do not use”

Daily Maintenance

Inspect the scrubber spray pattern. Refer Page 12.

Monthly Maintenance

Clean the fume chamber thoroughly

Wear appropriate PPE.

Remove all chemicals and equipment from the fume chamber.

Remove the rear baffles. Refer Pages 4-5.

Clean the fume chamber with dilute detergent. Do not use abrasives.

Wash down the fume chamber using the hand held shower head attached to the water spout.

Irrigate under the glass work top to dilute any spills.

The glass work top can be removed, but with caution, as tempered glass is sensitive to edge shock.

Replace the baffles

Test the RCD (earth leakage) circuit breaker

Refer to Pages 2-3 for location of the RCD.

Press the blue “Test” button. The breaker should immediately trip “off”

Reset the breaker to the “on” position.

Isolate the scrubber water supply and clean the strainer. Refer Page 13.

Six Monthly Maintenance

In addition to monthly tasks, clean the fluorescent light tube, and the light panel in the roof of the fume chamber.

Inspect and maintain fans, motors, drive belts and bearings

Check all plastic bolts, and replace if UV-brittle.

Perform smoke and velocity tests as AS/NZS 2243.8 Appendices F and E

Submit a maintenance and test report to the laboratory supervisor

Annual Maintenance

In addition to six monthly tasks, carefully inspect the fume chamber for defects, and repair as required.

Check the sash counterweight cords for wear.

Ensure that service controls and outlets are in good condition.

Check operation of controller and automatic isolators.

Replace 9V battery for power failure alarm

Refer to “Features” Section of this manual for location of the battery.

Lift and pull the battery drawer on the front of the control box.

Observe polarity carefully when fitting the new battery.

Close the battery drawer.

Annual Maintenance (cont)

Inspect the exhaust duct from fume chamber to stack
Assess the whole system for compliance with AS/NZS 2243.8
Perform smoke and velocity tests as AS/NZS 2243.8 Appendices F and E
Submit a maintenance, audit and test report to the laboratory supervisor.
Affix a label to the fume cupboard showing date of inspection and overall test result.

Scrubber Nozzles

The scrubber is located above the fume cupboard. The larger module contains a bed of plastic packing, irrigated by a row of spray nozzles. The packed bed promotes contact of the wash water with the fumes, and must be uniformly irrigated for best performance.

Observe the spray nozzles through the viewing panel **daily**.
If nozzles become blocked, they must be cleaned.

The inside of the scrubber is highly acidic.
Wear appropriate PPE for hands, arms and face.
Work from a stable step ladder of comfortable height.

When the fume cupboard and fan are off:
Remove two M6 stainless steel screws from the top of the viewing panel
Slide the viewing panel vertically up out of the slot
Place the viewing panel so as to avoid scratching it

Unscrew the spray nozzles from the header pipe.
The nozzles should not be tight, but if finger pressure is not enough, a small adjustable wrench may be used to loosen half a turn.

Do not insert any tool inside the spray nozzle.

Back-flush the nozzles with suitable small diameter tubing from a bench spout adjusted to modest pressure. High water pressure will squirt!
Take care to prevent loss of nozzles down the sink drain.
Surface films can be removed from the nozzles by ultrasonic cleaning in an alkaline bath. Domestic dishwasher machine detergent is suitable.
Rinse in clean water.

Screw the nozzles into the header pipe.
Do not use force.
Take extra care to align the nozzle and avoid cross-threading.
Make sure the thread is fully engaged, but
Do not over-tighten. Use only gentle finger pressure.
Check all nozzles are replaced.

To replace the viewing panel, slide it vertically down into the slot.
Check alignment of the fixing holes.
Replace the two M6 stainless steel screws, taking care to avoid cross-threading.

Scrubber Water Supply

The scrubber water supply manifold is located in the ceiling above the fume cupboard. It is provided to ensure constant spray conditions in the scrubber. It comprises an isolating valve, strainer (black and grey), solenoid valve, flow switch and pressure regulator. To access the water supply, it is necessary to remove the adjacent ceiling tile.

To isolate the scrubber water supply, turn the ball valve clockwise $\frac{1}{4}$ turn. Place a towel on the ceiling to absorb water spilled from the strainer bowl. Unscrew the strainer bowl anticlockwise, and remove the wire mesh tube. Rinse the bowl and mesh in clean water, and re-fit. Open the ball valve $\frac{1}{4}$ turn anticlockwise.